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22 DEC 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [   ]   25X1
       Director of Information Services

SUBJECT: OIS Weekly Report (15-21 December 1982) [   ]   25X1

Office of the Director

The Director of Information Services attended the closing session of
the new two-week training course entitled "Information Management Seminar"
and after listening to classroom team reports, presented the closing remarks.
This first running was presented to 23 students, representing all Directorates,
and pointed up the value of having a broadly experienced group of information
managers attend, not just registry personnel and RMOs. The DIS was pleased
with the responses to the course in spite of the fact that it was the first
running. [   ]   25X1

Classification Review Division

Employees of the National Records Center at Suitland, MD, in reviewing
old Army records for declassification, have found an additional, large,
heretofore undiscovered collection of old OSS records, including all dis-
bursing records for OSS enlisted men, logistical invoices to OSS personnel
25X1   in the field [   ], and other material that they
have been unable to identify. CRD will send representatives to Suitland
after the holidays to determine if there are any problems in the declassifi-
cation and disposal of these records. [   ]   25X1

Material reviewed during this period included two OSS documents (3,434
pages), 250 pages of a FRUS manuscript, 56 documents (242 pages) for NARS,
two manuscripts (528 pages) for the PRB, and six miscellaneous documents
(1,733 pages). [   ]   25X1

Records Management Division

RMD representatives met with representatives of the Office of SIGINT
Operations (OSO) to discuss the OSO plan for automating its registry. The
plan involves use of an optical character reader (OCR) as an input device
which would interface with the Wang word processing system. The OSO system

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has the potential for meeting many of the automated registry objectives being considered by the Requirements and Evaluation Section, Information Technology Branch (ITB). A briefing has been scheduled for ITB personnel so they can compare the OSO system to the OIS goals for TRIS. Although the OSO concept is technically feasible, implementing the system, even on a small scale, will present many new problems in the areas of records management, document control and accountability, and in the staffing of OSO Registry positions by the MI Career Sub-Group. Further discussions are scheduled with OSO and a report outlining the pros and cons of the system is expected to be completed by mid-January.   25X1

An RMD representative attended a Forms Management Council meeting where Mr. Linwood A. Rhodes, Agency for International Development, spoke on forms management as it relates to word processing. The discussion was timely in view of the fact that the Records Systems Branch will soon be equipped with Wang word processing equipment.   25X1

A Division representative visited the Office of the Comptroller to assist the Records Management Officer in revising seven forms used in preparing the annual Agency budget.   25X1

ITB has modified a RAMIS program to produce an ARCINS report in alphabetical folder sequence for the Office of Personnel. In addition, it has begun work to modify RAMS so that Reference Notices can be printed on 5 x 8 paper rather than 16-inch paper and to establish procedures that will permit the Office of the DDA to directly key into ARCINS.   25X1

The Meritorious Unit Citation will be presented to the Operations Section of ITB by the Executive Director on 19 January.   25X1

Regulations Control Division

RCD completed 60 major actions on its total active workload of 90 regulatory issuances.   25X1

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RCD representatives met with the Production Manager, P&PD, to discuss the status of the Field Regulations Project. All binders and dividers have been printed by P&PD, and RCD editors are making final changes on the page proofs. They will be returned to P&PD by 22 December. We anticipate distribution by early January.   25X1

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Information and Privacy Division

A separate report is attached. ☐

Attachment:
  As stated

EXO/OIS ☐ (22 Dec 1982)

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